

| TRANSMITTAL SLIP                       |          | DATE      |
|--|----------|-----------|
| TO:                                    |          |           |
| Exec Registry                          |          |           |
| ROOM NO.                               | BUILDING |           |
| REMARKS:                               |          |           |
| <i>9/10 Still Pending<br/>Per C/ES</i> |          |           |
| FROM:                                  |          |           |
| ROOM NO.                               | BUILDING | EXTENSION |

Administrative - Internal Use Only

Executive Registry

74-466

January 1974

MEMORANDUM FOR: Executive Secretary

SUBJECT: Letter of Instruction

REFERENCE: A. [ ] dtd 24 July 1973, Subj: Establishment of the Executive Secretariat

B. DCI Memorandum dtd 5 Nov 1973, Subj: Agency Organization

1. The Executive Secretariat is an office of service to me, the DDCI and the various offices reporting directly to me, e.g., the General Counsel, Legislative Counsel, Intelligence Community Staff, National Intelligence Officers, Comptroller, Inspector General and Assistant to the Director. In providing this service, you, as Executive Secretary, are expected not only to perform those functions described in Reference A., but to keep in mind that the effectiveness of your office is a function of the extent to which you assist not only the Director and those offices reporting directly to him, but also major components of the Agency.

2. In Reference B. I outlined my concept of my role as Director. I look to you to assist me in executing this role by taking action whenever possible but keeping me advised as necessary. As you perform your duties, maximize that uniqueness of your position which permits you to contribute materially to the coordination of effort within the Agency. Your successful performance will further not only its cohesiveness, but also that of the Intelligence Community as a whole.

W. E. Colby  
Director

Distribution:

Orig - Addressee  
1 - DCI  
X - ER  
1 - TBC Chrono

Not Signed - Overtaken by  
events. ER file Per O/ExSec.

O/DCI/ES/[ ]:jpg (16 Jan 74)

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Left over 1/17/74